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# Diversity and equal opportunities in television 2018

## Methodology

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# 1. Overview – 2017 vs 2018

1.1 This report outlines the methodology used in carrying out the data collection for the Diversity and equal opportunities in television 2018 suite of reports.<sup>1</sup> Following a review of the 2017 survey and collection process (data from which was published in our first report in 2017 covering data provided for 2016) we have improved the methodology for the data collection to get better quality and more detailed information. The following table summarises what has remained largely the same as the [methodology used in the first report<sup>2</sup>](#) and what has changed.

What has stayed the same?	What has changed?
<ul style="list-style-type: none"> <li>• PDF method of data collection and layout</li> <li>• Data security protections</li> <li>• Legal Framework</li> <li>• Which broadcasters are required to complete the questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>• Introducing a two-staged approach to data collection</li> <li>• Data collection period and detail</li> <li>• Job Roles and Levels</li> <li>• Specific question amendments and additions</li> <li>• Broadcaster arrangements questions</li> <li>• Level of detail required for International employees</li> <li>• Change in UK-based industry definition</li> <li>• Terminology and reporting</li> <li>• UK Benchmarking data</li> <li>• Updates on 2016 comparative data for the BBC and Sky</li> <li>• Broadcaster names</li> </ul>

1.2 More detail on each of the points above can be found in this report, which explains the data collection process, the changes made to the questionnaire in 2018<sup>3</sup> and reasoning for these changes and the legal framework.

<sup>1</sup> The main summary report, In-focus report and total industry report can all be found on Ofcom's online diversity hub at [www.ofcom.org.uk/divesity](http://www.ofcom.org.uk/divesity)

<sup>2</sup> The 2017 methodology is available on Ofcom's online diversity hub or directly at [https://www.ofcom.org.uk/data/assets/pdf\\_file/0018/106353/diversity-report-methodology.pdf](https://www.ofcom.org.uk/data/assets/pdf_file/0018/106353/diversity-report-methodology.pdf)

<sup>3</sup> Covering data for April 2017 to March 2018

## 2. How did we collect the data?

- 2.1 As was the case last year, all elements of the survey including questionnaire design, fieldwork and analysis were conducted in-house by Ofcom's market research team.
- 2.2 As a condition of their licences, Ofcom requires television broadcasters to promote equality of opportunity in employment between men and women, people of different racial groups and for disabled people, and to make arrangements for training.<sup>4</sup>
- 2.3 Last year all broadcasters were sent the full diversity questionnaire. This included a qualifying section in which they were required to confirm their total number of employees and whether they were licensed to broadcast more than 31 days a year. Those with fewer than 21 employees and/or not licensed to broadcast more than 31 days a year were not required to complete the remainder of the questionnaire.

### Introducing a two-staged approach to data collection

- 2.4 This year, to reduce the administration required by broadcasters and Ofcom, we conducted the survey in two stages.
- 2.5 At Stage one we introduced a short online questionnaire to assess the qualifying questions only. This was used to gather initial information from TV licensees to help us to understand which licensees were required to complete a full questionnaire and was explained in an [Ofcom Broadcast Bulletin publication at the time](#).<sup>5</sup>
- 2.6 All new licensees and broadcasters who had fewer than 50 employees (or who didn't provide a response) when we conducted the survey for the first time in 2017, were invited to complete an online 'screener' questionnaire (copied at Annex 1) by 7 March 2018. This was designed to establish whether they currently met the qualification threshold, and thus whether they should receive a full questionnaire. All other broadcasters were automatically assumed to meet the threshold and sent a full questionnaire.
- 2.7 The screener questionnaire was sent to 279 broadcasters and Ofcom received 225 responses - of these 196 (covering 328 licences and 1,204 employees) didn't meet the qualification threshold so were not required to complete the full questionnaire. In addition, 22 broadcasters did not respond by the deadline and ten licences were found to be surrendered or the companies had gone into administration.
- 2.8 All licensees that employed more than 20 people, and were licensed to broadcast for more than 31 days per year in March 2018, were required to complete Stage two which involved a full questionnaire (copied at Annex 2).<sup>6</sup>

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<sup>4</sup> This obligation only applies to broadcasters (or groups of companies) who employ more than 20 people in connection with the provision of licensed broadcasting services and are authorised to broadcast for more than 31 days a year.

<sup>5</sup> [https://www.ofcom.org.uk/data/assets/pdf\\_file/0020/110792/issue-347-broadcast-on-demand-bulletin.pdf](https://www.ofcom.org.uk/data/assets/pdf_file/0020/110792/issue-347-broadcast-on-demand-bulletin.pdf)

<sup>6</sup> Note that the BBC and S4C had their own specific versions of the questionnaire, though the content was largely the same.

## Stage two data collection and the questionnaire

- 2.9 The full questionnaire was provided to broadcasters via a PDF form (created in Adobe Acrobat Professional) as it was in 2017, as part of a formal information request. Each broadcaster was sent the questionnaire by email and asked to use the managed file transfer (MFT) system to securely submit their response. Fieldwork took place March to June 2018. We sent the full questionnaire to 121 broadcasters including the BBC and S4C.<sup>7</sup>
- 2.10 The questionnaire had a similar structure to the 2017 questionnaire, having been designed so it was clear which questions were mandatory to fill in, and which were voluntary. Purple and blue colour-coding was used to distinguish these. All licensees were required to respond to the mandatory questions, and it was clarified that failure to do so would result in a possible breach of their licence condition(s).
- 2.11 Like last year, we required broadcasters to provide data on the three protected characteristics where we have powers to do so: gender; racial group; and disability (these were mandatory). In addition, we requested information on other protected characteristics outlined in the Equality Act 2010: age; sexual orientation; religion or belief; pregnancy and maternity; and gender reassignment (these were voluntary). This year we also asked broadcasters to tell us about the work they have been doing around social mobility/social and economic diversity (this was voluntary).
- 2.12 Where it was not possible for broadcasters to provide the required information, we asked licensees to provide reasons for this and state whether alternative information could be provided.
- 2.13 For broadcasters with multiple licences we accepted information on either a licence-by-licence or aggregated (combined across licences) basis, depending on how data had been collected internally by the broadcaster. Broadcasters were asked to specify at the top of the questionnaire to which licence(s) the data related.
- 2.14 For companies that provide services beyond broadcasting (such as telecoms), we made clear that we only required information about those employed in connection with the provision of TV broadcasting services. For example, as noted in the main summary report Sky's data only include information on the broadcasting side of its business, not telecoms and broadcast distribution.
- 2.15 Within Section A of the questionnaire, broadcasters were asked to provide the total number of employees the organisation employs either full or part time in connection with the provision of licensed broadcasting services. They were then asked to specify how many of these employees were based in and outside of the UK. For employees based outside the UK, broadcasters were asked to provide only basic profiles for gender, racial group and

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<sup>7</sup> The BBC was required to complete the questionnaire under provisions of the BBC Charter and Agreement, while S4C were asked to complete it on a voluntary basis.

disability (the mandatory characteristics).<sup>8</sup> This was a change compared to the 2016 request and further information on this change can be found in section three of this methodology report.

- 2.16 For UK-based employees, a more detailed breakdown was requested – essentially how many employees (for the period of 1 April 2017 to 31 March 2018)<sup>9</sup> fell into 15 categories. These questions are what are referred to as the ‘profile grids’. We acknowledge that few organisations categorise employees in exactly these ways (particularly job level and job role), and so we asked broadcasters to input their information in the categories they considered most closely matched those used by their organisation. For job role, further help was provided to assist them to categorise by common job titles<sup>10</sup> (document at Annex three). This allows us to present like-for-like comparisons across the industry.

The categories were displayed as columns:

- Total number of UK-based employees
- Joined the organisation
- Left the organisation
- Received training (related to developing their role)<sup>11</sup>
- Were promoted

**Job level**

- Senior managers
- Middle/junior managers
- Non-management

**Job role**

- Broadcast management
- Business management and administrative
- Organisational - technical, engineering and data analytics
- Sales and marketing
- Creative and content production
- Journalism
- On-screen talent

- 2.17 The questionnaire contained six ‘profile grids’, each for a different protected characteristic where broadcasters were asked to fill in employee numbers. For each characteristic, broadcasters were asked to provide breakdowns among each of the 15 categories above. Broadcasters were required to type employee numbers into each profile field on the matrix (e.g. male and female, as shown in the gender example below). To help with this, at the header of each grid, the form automatically fed through the relevant total figure from

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<sup>8</sup> This element of the questionnaire was different from 2017 and has implications for providing accurate year-on-year comparisons. See section three on changes to the questionnaire.

<sup>9</sup> See A5.7 for explanation of how this period differs to our 2017 report.

<sup>10</sup> This change in methodology from 2017 is discussed in more detail in A5.7.

<sup>11</sup> We note that several broadcasters indicated that they collected training data on a session-by-session basis, so the data we collected may have included multiple instances of the same employee in some cases.

Section A. At the bottom of each grid there was also a running total which would automatically recalculate each time a number was entered. The licensees were instructed to ensure that these two figures matched. A 'Data not collected' field was provided for any employees whose data was not captured, as well as field for 'Employee preferred not to disclose'.<sup>12</sup>

SECTION C: GENDER

For each column please ensure that the sum of boxes a to f equals the total specified in the top row (as already specified in Section A).  
Completion of row c is voluntary. Only provide information in row c if you have the explicit consent of the relevant individuals.

TOTAL SPECIFIED AT:		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Total UK	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	BroadMgt	BusMgt	Tech	Sales	Creat	Journ	Screen
		A5a	A6a	A6b	A6c	A6d	A7a	A7b	A7c	A8a	A8b	A8c	A8d	A8e	A8f	A8g
		100	25	20	15	20	10	30	60	12	22	20	17	15	10	4
a	Male	50														
b	Female	50														
c	Other (e.g. Intersex, non-binary)															
d	Employee preferred not to disclose															
e	Data not collected															
Total		100	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Still to allocate		0	25	20	15	20	10	30	60	12	22	20	17	15	10	4

- 2.18 A rule was also applied on processing the data to ensure that the breakdowns added up to each category total. If the summed total of a column was less than the category total, the remaining number of employees was added to the not collected variable. If the summed total was higher, the licensees were contacted and asked to review the questionnaire.
- 2.19 Basic gender, ethnicity and disability profiles (similar to non UK-based employees) were also requested on a voluntary basis for freelancers.

## Stage two responses

- 2.20 We sent the full stage two questionnaire to 121 broadcasters including the BBC and S4C.<sup>13</sup> Of these, 72 qualifying broadcasters (covering 49,901 employees) completed the full questionnaire (with at least the mandatory sections filled in) within the designated time-frame, and they form the basis for reporting. Of the 72, 33 were based solely in the UK, 27 had employees inside and outside the UK and 12 only had employees based outside the UK.<sup>14</sup> This amounted to 36,887 (74%) employees based in the UK and 13,014 (16%) based outside of the UK.
- 2.21 Due to non-responses at Stage 1, the qualification threshold, and the fact that some sections received only partial responses (i.e. data for <100% of the workforce) the research cannot provide a full picture of the industry. In total there were 210 broadcasters who didn't qualify for the full questionnaire (1,342 employees), as well as three qualifying broadcasters who submitted the full questionnaire after the analysis cut-off deadline (431 employees). So, with the caveat that we do not know any details for the 12 broadcasters

<sup>12</sup> For the voluntary sections we also included a field for 'Data collected but no consent to disclose to Ofcom' – see A5.9 for further details.

<sup>13</sup> The BBC was required to complete the questionnaire under provisions of the BBC Charter and Agreement, while S4C were asked to complete it on a voluntary basis.

<sup>14</sup> See section three for a description of specific changes to the questionnaire in relation to UK and non UK-based employees.

for which we were unable to get employee numbers, that our industry total of 49,901 employees represents around 97% of the industry.

- 2.22 Response rates to each of these employee profile sections are shown below. The first column 'any data' shows the number of broadcasters who provided employee data for any of their employees, i.e. if 'not collected' was lower than 100%. This is then expressed as a proportion of the 60 broadcasters who have at least one UK-based employee (% broadcasters), and as a proportion of the 36,887 UK-based employees with data (% employees).

<b>MANDATORY PROFILE SECTIONS</b>	<b>Any data</b>	<b>% broadcasters</b>	<b>% employees</b>
SECTION C: GENDER	58	97%	99%
SECTION D: RACIAL GROUP	53	88%	88%
SECTION E: DISABILITY	46	77%	69%
<b>VOLUNTARY PROFILE SECTIONS</b>	<b>Any data</b>	<b>% broadcasters</b>	<b>% employees</b>
SECTION F: AGE	30	50%	86%
SECTION G: SEXUAL ORIENTATION	22	37%	60%
SECTION H: RELIGION OR BELIEF	20	33%	56%

- 2.23 In addition to the above, the questionnaire contained the following additional sections which were primarily in the form of open-ended/write-in responses. This included new questions reflecting Ofcom's updated diversity and equal opportunities guidance (published in November 2017) and the new area of social mobility and social and economic background. More information on the introduction of these can be found in section three of this report.

<b>MANDATORY SECTIONS</b>
SECTION A: ABOUT YOU AND YOUR ORGANISATION
SECTION B: EQUAL OPPORTUNITIES ARRANGEMENTS
<b>VOLUNTARY SECTIONS</b>
SECTION I: SOCIAL MOBILITY
SECTION J: OTHER

## Data protection and personal data

- 2.24 In light of recent changes to the relevant data protection legislation, we extended the data collection period from six to ten weeks to allow broadcasters more time to develop their new data protection arrangements.
- 2.25 When completing the questionnaire broadcasters were asked to ensure they identified any personal data by adding the letter 'P' before such information. We explained that personal data was data which, due to the small numbers and the make-up of the organisation, could lead to an individual being identified. This type of data cannot be published in our report unless it is aggregated with other data so that individuals are not identifiable.
- 2.26 As was the case last year, we asked that broadcasters use Ofcom's managed file transfer (MFT) to submit their data securely via individual password locked accounts on the secure system. Broadcasters were also asked to provide certain information to any individuals whose personal data they would provide in the mandatory sections of the questionnaire,



and to obtain consent from any individuals whose personal data they proposed to provide on a voluntary basis.

- 2.27 In reporting the findings, we have been careful not to include any percentages relating to a particular broadcaster which equate to fewer than ten employees. This means that even when reporting on the larger (500+ employee) broadcasters, we are sometimes unable to report on specific subgroups where the base sizes are relatively low.

## 3. Changes made to the questionnaire in 2018

### Level of detail required for International employees

- 3.1 We updated the questionnaire from that used for the first report in 2017 so we are able to separate out employees working in the UK (for services licensed in the UK) from those working outside the UK (though still working on broadcasting services licensed in the UK). We consider all of these employees to be an important part of the UK industry and broadcasters are required to promote equal opportunities for their employees wherever they are based. However, we acknowledge that in some cases there may be cultural and or legal differences that mean diversity and inclusion are approached differently outside the UK, and we have therefore not required the same detailed level of data on employees based outside the UK. Broadcasters were required to provide data at the total level across only the mandatory characteristics: disability, racial group and gender.

### Change in UK-based industry definition

- 3.2 In 2017 all broadcasters who met the qualification threshold were asked to provide a total employee figure for January to December 2016 for their organisation (including UK and non UK-based staff). Although they were asked how many of these were UK-based, all subsequent numeric questions relating to employees used the total employee figure as a base for profiling. For example, they were asked to split the total employee figure into job levels, jobs roles, as well as joiners, leavers, trained and promoted. All of these figures were then used to feed into the individual breakdowns for each of the six characteristics.
- 3.3 In order to calculate the '2016 UK-based Industry' figures the data was filtered on those broadcasters who had at least 98% of employees based in the UK. This definition resulted in 37,433 employees from 45 broadcasters, but meant that there were 2,914 UK-based employees (from those with fewer than 98% UK-based employees) that were missing from the filtered base. Furthermore, it meant that 172 non UK-based employees were included in these total numbers from those 45 broadcasters included in the filter.
- 3.4 In 2018 we changed the questionnaire in order to improve our UK-based industry definition. Instead of using the total employee figure to break down employees into job levels, jobs roles, joiners, leavers, trained and promoted, we asked broadcasters to only do this for UK-based employees. After gauging the number of UK and non UK-based employees, we asked them to provide a basic breakdown for the latter on the three mandatory characteristics (gender, racial group and disability).
- 3.5 For UK-based employees we asked them to provide full breakdowns for each of the six characteristics.<sup>15</sup> To calculate the 'UK-based Industry' figures for 2017-18 the data didn't require any additional filters, as the figures for UK-based employees had already been

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<sup>15</sup> Gender, Racial Group, Disability, Sexual Orientation, Religion or Belief, Age.

specifically provided for all characteristics. This definition resulted in 36,887 UK-based employees.

## Updates on 2016 comparative data for the BBC and Sky

3.6 As well as the above, the following will also have significantly affected the comparability of the 'UK-based industry' figure:

- In 2017, the BBC provided us with data (for Jan-Dec 2016) covering all of the UK Public Services <sup>16</sup>, and this formed a large proportion of the UK-based industry base (19,629 employees compared to 13,959 this year).
- This year's data provides a more accurate picture of those employees working in the UK Public Television Service, with all employees across radio, <sup>17</sup> and any non UK-based or World Service employees removed.<sup>18</sup> As was the case in 2017, commercial subsidiaries were also removed.<sup>19</sup>
- Because of this the BBC provided us with re-based data for 2016 using the above equivalent definitions, so we are able to make year on year comparisons.
- Sky has also changed its definitions this year based on the revised job roles we provided. This means that there has been an increase in Sky employee numbers from 4,795 in 2017 (Jan-Dec 16) to 7,229 UK-based employees in 2018 (Mar-Apr 18).
- Due to the above, when we report on these two organisations individually in the main report and the In-focus report, we have used comparable 2016 figures which the BBC and Sky provided us with specifically for this purpose. Therefore, the 2016 figures used in this year's report differ from those we reported on in our published 2017 report for these two broadcasters.
- Unfortunately we are unable to use these revisions to retrospectively generate comparative overall UK-based TV industry figures, so they are reported exactly as they were in 2017.

## Data collection period and detail

3.7 In 2017, we asked broadcasters to produce employee numbers for the calendar year (January to December) of 2016. This year we changed the reporting period to align with the typical financial year (1 April to 31 March 2018). The reason for this was primarily to

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<sup>16</sup> The BBC commercial services licensed by Ofcom (BBC Worldwide and BBC Global News) were included separately in the 2017 report as part of the total industry and UK based industry reports.

<sup>17</sup> Information on the BBC radio division can be found in [Ofcom's Diversity and Equal Opportunities in Radio report on our diversity hub](#)

<sup>18</sup> The BBC commercial services licensed by Ofcom (BBC Worldwide and BBC Global News) are included in the UK industry total and more information on their make-up can be found in the tables at the back of the total industry report. Data here excludes those employees directly involved in the production of radio; any employees working on TV output for the BBC's UK-based World Service, for both English and Languages Services; and employees working for the BBC's arms-length commercial subsidiaries (Global News Limited (GNL), Studios, and Studioworks).

<sup>19</sup> The BBC has confirmed that BBC Studios was included in the BBC diversity data in Ofcom's 2017 report as it was then part of in-house production, but as it is now a commercial subsidiary it has been removed from the BBC 2016 and 2017/18 data covered in this report.

align with the reporting period of some of the broadcasters' own reporting and also to ensure that the data provided by broadcasters was as up to date as possible.

- 3.8 In 2017 we were unable to identify the number of employees where data for the voluntary characteristics had been disclosed to the broadcaster by the employee, but they had not given the necessary consent to provide the data to Ofcom. Therefore, this year, for each of the three voluntary categories (age, sexual orientation and religion or belief) we added an additional field for 'Data collected but no consent to disclose to Ofcom'.

## Job Roles and Levels

- 3.9 Following an evaluation of the data reported in 2017, and discussions with broadcasters, we made revisions to the job roles covered. This involved an increase in the number of job roles we asked broadcasters to cut their data by<sup>20</sup>, and we also provided a guide which was designed to help allocate roles by common job titles. We believe these job role categories better reflect the typical makeup of organisations in the UK TV industry. However, this means that job roles cannot be compared year-on-year.
- 3.10 We also removed 'Board/non-execs' from the job level categories. This was due to the fact that the base sizes were generally too low to provide robust quantitative data to report on. Instead we included an open question asking broadcasters whether they have in place any equal opportunities arrangements related to board members.

## Specific question amendments and additions

- 3.11 In 2018 we removed some questions where we asked broadcasters to provide quantitative data with regard to their employees, as we didn't feel that they provided sufficient information for meaningful reporting – these included national identity, maternity leavers, and maternity returners. Instead we included an open question asking broadcasters whether they have in place any equal opportunities arrangements specifically related to nations and regions<sup>21</sup> and maternity and pregnancy.

## Broadcaster arrangements questions

- 3.12 We increased the number of qualitative/open-response questions. This included significant changes to the section on equal opportunities arrangements and the ability to specify additional arrangements concerning each characteristic.

## Terminology and reporting

- 3.13 Although our 2018 questionnaire retained the terminology 'Black, Asian and Minority Ethnic (BAME)', when we report on this group we now refer to it as 'Minority Ethnic

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<sup>20</sup>

<sup>20</sup> 2017 job roles: Programming, Commissioning (within Programming), Technical and engineering, Sales and marketing and Support/admin. For 2018 job roles see A3 below

<sup>21</sup> The question was 'Do you have any specific initiatives in place to promote equal opportunities in the nations and regions and/or amongst employees of different national origins?'

Groups' (MEG). For those specified as 'White,' or within the sub-groups under this heading, we refer to them as 'White Ethnic Groups' (WEG).

- 3.14 When reporting on age we now primarily focus on two age groups – 'under 50' and '50+'. This differs to the 2017 report where we charted and compared against several age groups. As well as providing a more focused means for benchmarking across age, we believe that this is more consistent with how age is being reported across the industry with respect to diversity.

## UK Benchmarking data

- 3.15 The following table outlines the UK wide benchmark figures we have used in reporting, when looking at the UK-based TV industry overall as well as individual broadcasters. In the final column of the table we provide reasons for changing the source that was used in 2017, as well as any other relevant items to note.

### MANDATORY CHARACTERISTICS

	2018	2017	Reason for change
<b>GENDER</b>	<b>53% Male, 47% Female</b>  ONS Labour market statistics <a href="#">A09: Labour market status by ethnic group</a> (Average of Apr-Jun17, Jul-Sep17, Oct-Dec17, Jan-Mar18). All employed males and females (employees and self-employed).	<b>49% Male, 51% Female</b>  ONS Annual Population Survey 2017 – <a href="#">NomisWeb</a>	Changed to 'Labour market statistics' to better reflect the make-up of the UK workforce across the exact period measured.
<b>RACIAL GROUP</b>	<b>12% MEG, 88% WEG</b>  ONS Labour market statistics <a href="#">A09: Labour market status by ethnic group</a> (Average of Apr-Jun17, Jul-Sep17, Oct-Dec17, Jan-Mar18). All in employment.  For London (36% MEG, 84% WEG) we used ONS Annual Population Survey Apr 17 – Mar 18 – <a href="#">NomisWeb</a> . Proportion in employment, aged 16-64 in London.  For Glasgow (12% WEG, 88% MEG) we used <a href="#">Scotland's Census 2011 - National Records of Scotland Table KS201SC - Ethnic group</a> . Proportion of all people in Glasgow. <i>Note: this differs to the UK or London benchmarks as they are among the working population.</i>	<b>14% MEG, 86% WEG</b>  ONS Annual Population Survey 2017 – <a href="#">NomisWeb</a>	Changed to 'Labour market statistics' to better reflect the make-up of the UK workforce across the exact period measured. Also included additional regional variations where relevant.
<b>DISABILITY</b>	<b>18% disabled, 82% not disabled</b>  ONS Labour market statistics <a href="#">A08: Labour market status of disabled</a>	<b>18% disabled, 82% not disabled</b>	Changed to 'Labour market statistics' to better reflect the

<a href="#">people</a> (Average of Apr-Jun17, Jul-Sep17, Oct-Dec17, Jan-Mar18)	<a href="#">Census 2011</a> - Activity limiting health problem or disability (limited a lot or limited a little)	proportion of all disabled people who are able to work, across the exact period measured.
Proportion of all 16-64 who are 'Harmonised Standard Definition Disabled'		

**VOLUNTARY CHARACTERISTICS**

	2018 report	2017 report	Reason for change
<b>AGE</b>	<p><b>69% under 50, 31% 50+</b></p> <p><b>Note:</b> these proportions are the same among both men and women.</p> <p>ONS Labour market statistics Table <a href="#">A05: Labour market by age group: People by economic activity and age (seasonally adjusted)</a> (Average of Apr-Jun17, Jul-Sep17, Oct-Dec17, Jan-Mar18). All employed people/women/men</p>	<p><b>51% under 40, 49% 40+</b></p> <p>ONS Annual Population Survey 2017 – <a href="#">NomisWeb</a></p>	<p>Changed to 'Labour market statistics' to better reflect the make-up of the UK workforce across the exact period measured.</p>
<b>SEXUAL ORIENTATION</b>	<p><b>2% LGB, 93% Heterosexual, 4% not disclosed</b></p> <p><a href="#">ONS Sexual identity, UK: 2016</a> - Percentage of UK population who identify themselves as LGB</p>	<p><b>2% LGB, 94% Heterosexual,</b></p> <p><a href="#">Census 2011</a></p>	<p>Changed to a more recent source. However, we also believe LGB to be underestimated so only used for benchmarking in the main summary table; we do not comment on it directly in sections relating to sexual orientation.</p>
<b>RELIGION</b>	<p><b>67% religious, 26% non-religious, 4% not disclosed</b></p> <p>Religion = <a href="#">Census 2011</a></p>	<p><b>67% religious, 26% non-religious</b></p> <p>Religion = <a href="#">Census 2011</a></p>	<p>No change, except for including the not disclosed figure. Note that we are aware of other studies which contradict the Census figures we use. For example, NatCen British Social Attitudes survey 2017 suggest that 'non-religious' is 53% (thus surpassing 'religious'). We have chosen to continue to use ONS for consistency with other characteristics as well as 2017 reporting.</p>

## Changes to broadcaster names

3.16 The following broadcasters who are included in our data did not submit a response in 2017 for various reasons. These are as follows:

- Pakistan Television Corporation Ltd
- SNI/SI Networks LLC
- Viacom International Media Networks France
- 4 Dimensions Media Network Ltd
- Alghad TV Limited
- Bite Broadcasting Services Limited
- Ginx TV Limited
- IMG Media Ltd
- Sanskar Info TV UK Limited

3.17 Some broadcasters were reported under a different name in 2018 compared to 2017. These are as follows:

- BBC UK Public Television Services, PKA BBC limited
- ITV Broadcasting Limited, PKA ITV group
- JSC Channel One Russia Worldwide, PKA Joint Stock Company Channel One Russia Worldwide
- Nordic Entertainment Group UK Limited, PKA Modern Times Group MTG Ltd
- STV Group PLC, PKA STV
- Viacom International Media Networks UK, PKA Viacom International Media Networks Europe
- A+E Networks UK, PKA AETN UK
- Abu Dhabi Media Company PJSC, PKA Abu Dhabi Media Company
- AMC International Networks UK, PKA CBS AMC Networks UK Channels Partnership
- Columbia Pictures Corporation Ltd, PKA CSC Media
- Gemporia Limited, PKA The Genuine Gemstone Company Limited
- NBC Universal International Networks, PKA NBC Universal Global Networks UK Limited
- Public Television Company of Armenia / AMPTV, PKA Public Television Company of Armenia CJSC
- BBC Worldwide Limited, PKA BBC Worldwide
- Channel I UK Limited, PKA Runners TV
- Cruise1st, PKA Sunshine Cruise Holidays Limited
- Eleven Sports Network SP. ZO.O., PKA Eleven Sports 1 POL
- LFC TV, PKA Liverpool Football Club and Athletic Grounds Limited
- London Live, PKA ESTV
- SAT-7 PARS Media Trust, PKA SAT-7 Media Services Limited
- Star Advertising Sales Ltd, PKA STAR India Private Limited
- TJC, PKA The Jewellery Channel Limited

## 4. Legal Background

- 4.1 Ofcom has a duty under section 27 of the Communications Act 2003 (the 'Act') to take all such steps as we consider appropriate for promoting equality of opportunity in relation to employment by those providing television and radio services, and the training and retraining of persons for such employment, between men and women, persons of different racial groups<sup>22</sup> and disabled persons.<sup>23</sup>
- 4.2 Ofcom broadcast licensees which employ more than 20 people in connection with the provision of their licensed service<sup>24</sup> and are licensed to broadcast for more than 31 days a year are required<sup>25</sup> to make arrangements for promoting, in relation to employment, equality of opportunity between men and women, persons of different racial groups and for disabled persons. They are also required to make arrangements for training persons employed in, or in connection with, the provision of the licensed service or the making of programmes to be included in the service. They are required to take appropriate steps to make those affected by the arrangements aware of them, to review them, and to publish observations on their operation and effectiveness at least annually.
- 4.3 The BBC is subject to similar requirements under paragraph 12 of Schedule 3 to the BBC Agreement.
- 4.4 In order to review broadcasters' arrangements, and to take appropriate steps to promote equal employment and training opportunities in relation to gender, racial group and disability, Ofcom required licensees and the BBC to provide information about their arrangements and employees in terms of these three protected characteristics.
- 4.5 Given the importance of equality of opportunity and diversity in the broadcasting industry also in terms of protected characteristics in the Equality Act 2010 other than gender, racial group and disability, we asked broadcasters to provide, on a voluntary basis, information on their equal opportunities arrangements and employee make-up in terms of age, sexual orientation, religion or belief, gender reassignment, and pregnancy and maternity.
- 4.6 As noted in the main report, last year we wrote to the then Secretary of State for Digital, Culture, Media and Sport (Rt Hon Karen Bradley) to request an extension to the list of protected characteristics in the Act.<sup>26</sup> This would allow us to require broadcasters to provide data on a broader range of characteristics, rather than relying on them to provide this data voluntarily. It would also allow us to require their equal opportunities arrangements to cover these characteristics. In response, the Secretary of State agreed

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<sup>22</sup> Under the Equality Act 2010, and therefore for the purposes of section 27 and 337 of the Act, a racial group is a group of persons defined by reference to race. Race includes colour; nationality; ethnic or national origins.

<sup>23</sup> Under the Equality Act 2010, and therefore for the purposes of section 27 and 337 of the Act, a person has a disability if he or she has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

<sup>24</sup> Or where the licensee and any group companies together employ more than 20 people in connection with the provision of licensed broadcasting services.

<sup>25</sup> Pursuant to section 337 of the Act.

<sup>26</sup> in sections 27 and 337 of the Act.



that the gaps in broadcasters' data needed to improve and the gap has reduced this year. We are aware that the Department for Digital, Culture, Media and Sport continues to hold the view that broadcasters should also be providing Ofcom with data on the broader range of characteristics. We will therefore continue to work constructively with industry to drive change but will keep the situation under review. Since some of the largest data gaps still relate to characteristics not included in the Act, we will continue to consider whether improvement would happen faster if they were added and will advise the Secretary of State of developments.

## A1. 'Screener' questionnaire

### Diversity in Broadcasting – screener questionnaire

You are being asked to complete this initial information request because either last year you informed us that you have less than 50 employees, or you have not completed a diversity information request before. We would like to confirm how many employees you now have in order to determine whether you meet the employee threshold, and will need to provide us with further equal opportunities information at a later stage.

The deadline for completing this information request is **7th March 2018**. If you fail to submit the information requested by this date, we will start enforcement action to investigate your compliance.

If you do meet the threshold of 21 employees or more you will be sent a further information request to complete information on your equal opportunities arrangements in April.

#### Please can you confirm the following?

Name:

Email address:

Job title:

Organisation:

Number of licences included in this submission\*:

\*The submission can be completed on a licence-by-licence or aggregated basis (i.e. for your licensed television services taken together), depending on how your organisation collects information.

If the licensee does not employ more than 20 individuals in connection with the provision of licensed broadcasting services you should include individuals employed by any group companies in connection with the provision of such services in the data you provide.

If your organisation's response to the full questionnaire at stage 2 will be included within a group company response, please state the name of the group company here (Leave blank if doesn't apply):

**Please list out which licenses are included in your submission using the reference code for each e.g. TLCS000000BA/1**

License 1

License 2

License 3

License 4

License 5

License 6

License 7

License 8

License 9

License 10

**Please list out which licenses are included in your submission using the reference code for each e.g. TLCS000000BA/1**

**If multiple licences are covered use a comma to separate each one.**

**Including yourself, how many people does your organisation (including any group companies, if relevant) currently employ either full or part time in connection with the provision of licensed broadcasting service(s)? This number should not include Freelancers (you will be asked about these at a later stage if you meet the employee threshold).**

**Is your organisation authorised to broadcast for more than 31 days a year?**

☐ Yes

☐ No

Thank you for taking the time to complete this survey.

As your organisation has 21 or more employees and broadcasts for more than 31 days a year, you meet the obligation threshold and so are required to complete the full survey later this year.

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Thank you for taking the time to complete this survey.

As your organisation either has fewer than 21 employees, or is not authorised to broadcast for more than 31 days a year (or both), you do not meet the obligation threshold and do not have to complete the full survey.

**Please click 'Submit' to send us your response.**

## A2. Diversity in broadcasting survey 2018

### DIVERSITY IN BROADCASTING SURVEY

**ABOUT THE SURVEY**

Ofcom conducts an annual *Diversity in Broadcasting* monitoring programme in order to develop a more comprehensive picture of what broadcasters are doing to promote equality and diversity in their organisations. To fill in this questionnaire you will need to use the free 'Adobe Acrobat Reader' software installed on a laptop/desktop computer (it is not suitable for a tablet or mobile phone).

**THE INFORMATION REQUEST (SEE FORM ATTACHMENT)**


The covering letter and Annexes 3 and 4 set out why Ofcom is seeking this data, what it will be used for, the elements you are required to provide under your licence(s) and what we are asking you to provide voluntarily. Annex 1 sets out data protection obligations you must comply with before processing any information which is personal data. Please read these before completing this questionnaire and follow the steps described in Annex 1.

As you complete this questionnaire please ensure you correctly identify any information which is personal data as reported to Ofcom. This is data that, due to the small numbers you are reporting and the make-up of your organisation, could lead to an individual being identified. It cannot be published in our report unless it is aggregated with other data so that individuals are not identifiable. To do this please add the letter 'P' before any information you enter that is personal data.

PLEASE TICK THE FOLLOWING BEFORE CONTINUING:

I have provided information to and, where necessary, obtained consent from ☐ individuals whose personal data I am processing, in accordance with Annex 1

Page 1



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**REQUIREMENTS**

All television broadcast licensees are required to complete questions **A1 to A3 of Section A**

If you (or you and any group companies together) employ more than 20 people in connection with the provision of licensed broadcast service(s) and you are authorised to broadcast for more than 31 days a year, you are also required to respond to the questions coloured purple in the remainder of **Section A** and in **Sections B, C, D, and E**.

It is important to note that Ofcom could find you in breach of your broadcast licence(s) if you do not complete and submit these mandatory sections by **Wednesday 20 June**. If you cannot answer a question or you do not have the required information, please do not leave a blank but instead explain why you are unable to provide the information, and state whether alternative information could be provided.

Broadcasters are also asked to respond to the questions coloured blue which are mostly found in **Sections F to J**. This information will enable Ofcom to develop a more comprehensive picture of the make-up of the broadcasting industry in terms of other protected characteristics in the Equality Act 2010 and, as appropriate, to promote equality of opportunity in relation to employment and training for other potentially under-represented groups. It is not a licence requirement to provide the information requested in the questions coloured blue and failure to do so will not result in a licence breach being recorded.

To provide context and transparency, Ofcom's *Diversity in Broadcasting* report will highlight which licensees responded to which sections of the questionnaire.

Before completing the questionnaire please familiarise yourself with each section. Unless otherwise specified, data is requested for the period of **1 April 2017 to 31 March 2018**

**PLEASE TICK THE SECTIONS YOU ARE ABLE AND WILLING TO COMPLETE:**

SECTION	PAGES	STATUS
SECTION A: ABOUT YOU AND YOUR ORGANISATION	Page 3-6	Majority Mandatory if A2>20 and A3=Yes
SECTION B: EQUAL OPPORTUNITIES ARRANGEMENTS	Pages 7-9	Majority Mandatory if A2>20 and A3=Yes
SECTION C: GENDER	Page 11	Majority Mandatory if A2>20 and A3=Yes
SECTION D: RACIAL GROUP	Pages 12-13	Mandatory if A2>20 and A3=Yes
SECTION E: DISABILITY	Page 14	Mandatory if A2>20 and A3=Yes
SECTION F: AGE	Page 15	Voluntary
SECTION G: SEXUAL ORIENTATION	Page 16	Voluntary
SECTION H: RELIGION OR BELIEF	Page 17	Voluntary
SECTION I: SOCIAL MOBILITY	Page 18	Voluntary
SECTION J: OTHER	Page 19	Voluntary

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## SECTION A: ABOUT YOU AND YOUR ORGANISATION

A1 Please complete the following details:

Name:	
Job title:	
Organisation (Name to be used in report):	
Licence(s) relevant to this submission: Include the reference code for each licence covered (e.g. TLC000000BA/1). If multiple licences are covered use a comma to separate each one.	

- This questionnaire can be completed on a licence-by-licence or aggregated basis (i.e. for your licensed television services taken together), depending on how your organisation collects information.
- If the licensee does not employ more than 20 individuals in connection with the provision of licensed broadcasting services you should include individuals employed by any group companies in connection with the provision of such services in the data you provide.

A2 Including yourself, how many people does your organisation (including, if relevant as explained above, any group companies) currently employ either full or part time in connection with the provision of licensed broadcasting services? This does not include Freelancers (covered separately at A10).

Total number of employees

A3	Is your organisation authorised to broadcast for more than 31 days a year?	
1	Yes	<input type="radio"/>
2	No	<input type="radio"/>

- If you answered A2 with a number lower than 21 or A3 with 'No' you do not have to continue with this questionnaire. Please send your responses for these to Ofcom.
- If you answered A2 with a number of 21 or higher and A3 with 'Yes' you are required to continue to complete the questionnaire as explained above.

A4	Are your licensed service(s) received in the UK?	
1	Yes	<input type="radio"/>
2	No	<input type="radio"/>

A5 How many of the  employed in connection with the provision of your licensed television service(s) are based in and outside the UK?

Please ensure that the total at the end equals this number Still to allocate

a	Employees based in the UK	
b	Employees based outside of the UK	

Note: If your organisation only employs people based outside of the UK skip to A9 Total

A6 How many UK based employees fell into the following categories for the period 1st April 2017 to 31st March 2018?

a	Joined your organisation	
b	Left your organisation	
c	Received training (related to developing in their role)	
d	Were promoted within your organisation	

A7 How many of the  UK based employees fall into the following broad classifications of job level?

Please ensure that the total at the end equals this number Still to allocate

a	Senior managers	
b	Middle / Junior managers	
c	Non-management	
d	No data	

Total

A8 How many of the  UK based employees fall into the following job types/roles?

Note: The attachment 'job roles' (as included in Annex 5) should help with assigning employees to these categories

Please ensure that the total at the end equals this number Still to allocate

a	Broadcast Management	
b	Business Management and Administrative	
c	Organisational - Technical, Engineering and Data Analytics	
d	Sales and Marketing	
e	Creative and Content Production	
f	Journalism	
g	On-screen Talent	
h	Other / No data	

Total

**Employees based outside of the UK**

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**Note:** If your organisation only employs people based in the UK skip to A10

A9 Of the 0 employees based outside of the UK, how many are...?

**Note:** Completion of row c is voluntary. Only provide information in row c if you have the explicit consent of the relevant individuals

Please ensure the total for each category equals the number shown in the question

<b>Gender</b>		Still to allocate:	0
a	Male		
b	Female		
c	Other (e.g. Intersex, non-binary)		
d	Employee preferred not to disclose		
e	Data not collected		
		Total	0
<b>Racial Group</b>		Still to allocate:	0
f	White		
g	Black, Asian and Minority Ethnic (BAME)		
h	Employee preferred not to disclose		
i	Data not collected		
		Total	0
<b>Disability</b>		Still to allocate:	0
j	Not Disabled		
k	Disabled		
l	Employee preferred not to disclose		
m	Data not collected		
		Total	0

**Freelancers**

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A10 For the period 1st April 2017 to 31st March 2018 how many freelancers worked in connection with the provision of your licensed service(s)?

a Freelancers

• Completion of questions A11, A12 and A13 is voluntary. If processing information in response to A11 which is personal data, please ensure you have the consent (and in the case of "Other" in Gender, and Racial Group and Disability, the explicit consent) of the relevant individuals - see Annex 1 for details.

A11 Of the 0 freelancers, how many are...? Please ensure the total for each category equals this number

<b>Gender</b>		Still to allocate:	0
a	Male		
b	Female		
c	Other (e.g. Intersex, non-binary)		
d	Freelancer preferred not to disclose		
e	Data collected but no consent to disclose to Ofcom		
f	Data not collected		
		Total	0
<b>Racial Group</b>		Still to allocate:	0
g	White		
h	Black, Asian and Minority Ethnic (BAME)		
i	Freelancer preferred not to disclose		
j	Data collected but no consent to disclose to Ofcom		
k	Data not collected		
		Total	0
<b>Disability</b>		Still to allocate:	0
l	Not Disabled		
m	Disabled		
n	Freelancer preferred not to disclose		
o	Data collected but no consent to disclose to Ofcom		
p	Data not collected		
		Total	0
A12	Does your organisation collect information on any of the following characteristics from freelancers?		
1	Age		
2	Sexual orientation		
3	Religion or Belief		
4	Pregnancy and maternity		
5	Gender reassignment		
6	Marriage or civil partnership		
7	Social mobility / social and economic background		
8	None of these		
A13	Are there any plans to monitor the protected characteristics of freelancers or their social mobility/ social and economic background in the future? What are the challenges of doing so?		



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## SECTION B: EQUAL OPPORTUNITIES ARRANGEMENTS

The questions set out in this section aim to gather information on your equal opportunities arrangements and whether, in making and reviewing them, you have had regard to [Ofcom's equal opportunities guidance](#). Your licence obligation applies in relation to all your employees, regardless of whether they are based in the UK or not. If you cannot answer a question or you do not have the required information, please do not leave blank but instead explain why you are unable to provide this information, and state whether alternative information could be provided.

**Written equal opportunities policy**

B1 Does your organisation have a written equal opportunities policy statement?

Yes ☐ If ticked please continue and upload/send a copy to Ofcom when you return this questionnaire.  
No ☐ If ticked please describe what alternative arrangements you have in place below, and skip to B3

Please provide details on what your policy says about the following:

a How your organisation defines equal opportunities

b Your organisation's equal opportunities objectives

c How these objectives will be met

B2 When did you last review your equal opportunities arrangements (such as your written policy document)?

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**Communicating with employees**

B3 Please provide details on how your written policy statement and any other equal opportunities arrangements have been shared with employees

**Leading from the top**

B4 Please explain the role of senior management in your equal opportunities arrangements

B5 Do you have any arrangements that aim to promote equal opportunities at board level?  
This could apply in recruitment or development and training

**Employee monitoring**

B6 When and how often do you ask your employees to provide monitoring data on characteristics such as gender, racial group and disability?

B7 What information do you share with your employees about the data collected through monitoring, and how is this information used to inform your equal opportunities arrangements?

**Setting diversity targets**

B8 Does your organisation have any equal opportunities targets? If so please provide details.

**Fair recruitment and employment practices**

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**B9** Please provide information on the equal opportunities measures that you have in place in terms of your recruitment practices. This may include specific training for interviewers or targeted advertising

**B10** Please outline any training or schemes offered by your organisation to promote a diverse workforce or to encourage a diverse and inclusive working environment.

**B11** Please outline any work experience, internships or other schemes offered by your organisation which aim to attract new talent to the industry. Please mention if these are targeted at any particular protected groups and whether they are paid or unpaid.

**B12** What priorities does your organisation have in terms of promoting equal opportunities during the next 12 months?

**B13** If your organisation has any other arrangements in place to promote equal opportunities not mentioned above, or if you are unable to provide the information required (purple) in any section of the questionnaire, please use the space below to explain/provide reasons and say if alternative information can be provided

For Sections C to H please use the grids provided on the following pages to input the number of UK based employees in your organisation with specific characteristics who fall into each of the categories shown below. If you don't hold information by a category please leave the column blank. If you have not provided any of the required information please explain why at B13.

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Column	Category	Heading
1	Among all {A5a} UK based employees in your organisation	Total UK
2	Among the {A6a} UK based employees who joined your organisation between April 2017 and March 2018	Joiners
3	Among the {A6b} UK based employees who left your organisation between April 2017 and March 2018	Leavers
4	Among the {A6c} UK based employees who completed development training between April 2017 and March 2018	Trained
5	Among the {A6d} UK based employees who were promoted between April 2017 and March 2018	Promoted
6	Among the {A7a} UK based employees at senior management level	Senior
7	Among the {A7b} UK based employees at junior / middle management level	Junior
8	Among the {A7c} UK based employees at non-management level	NonMgt
9	Among the {A8a} UK based employees in a broadcast management role	BroadMgt
10	Among the {A8b} UK based employees in a business management and administration role	BusMgt
11	Among the {A8c} UK based employees in an organisational, technical, engineering and data analytics role	Tech
12	Among the {A8d} UK based employees in a sales and marketing role	Sales
13	Among the {A8e} UK based employees in a creative and content role	Creat
14	Among the {A8f} UK based employees in a journalism role	Journ
15	Among the {A8g} UK based employees in an on-screen talent role	Screen
<b>FOR SECTION F (AGE) ONLY</b>		
16	Among the {C1a} UK based men in your organisation	Males
17	Among the {C1b} UK based women in your organisation	Females

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**SECTION C: GENDER**

For each column please ensure that the sum of boxes a to f equals the total specified in the top row (as already specified in Section A). Completion of row c is voluntary. Only provide information in row c if you have the explicit consent of the relevant individuals.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
TOTAL SPECIFIED AT:	Total UK	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	BroadMgt	BusMgt	Tech	Sales	Creat	Journ	Screen
a	A5a	A6a	A6b	A6c	A6d	A7a	A7b	A7c	A8a	A8b	A8c	A8d	A8e	A8f	A8g
b	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
c															
d															
e															
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Still to allocate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**C16** If you have any alternative information or additional arrangements or initiatives in place to support employees related to gender please provide details below. Please do not use the space to provide personal data.



D16 If you have any alternative information or additional arrangements or initiatives in place to support employees related to racial group please provide details below.  
Please do not use the space to provide personal data.

D17 Do you have any specific initiatives in place to promote equal opportunities in the nations and regions and/or amongst employees of different national origins?  
If so please describe below

## SECTION D: RACIAL GROUP

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For each column please ensure that the sum of all boxes equal the total specified in the top row (as already specified in Section A).  
For Column 1 only use rows 1,2,3,4,5,6 if you don't have more detailed figures (a-e, f-g, h-k, l-n, o-r, s-t). Only use row u if you don't have numbers for rows 2-6 or f-t.  
For Columns 2-15 we only require details for rows 1-6. Only use row u if you don't have more detailed figures for rows 2-6.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
TOTAL SPECIFIED AT:	Total UK	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	BroadMgt	BusMgt	Tech	Sales	Creat	Journ	Screen
	A5a	A6a	A6b	A6c	A6d	A7a	A7b	A7c	A8a	A8b	A8c	A8d	A8e	A8f	A8g
1 White:															
a English / Welsh / Scottish / Northern Irish / British															
b Irish															
c Central and Eastern European															
d Gypsy or Irish traveller															
e Other white background															
2 East Asian / East Asian British:															
f Chinese															
g Other East Asian background															
3 South Asian / South Asian British:															
h Indian															
i Pakistani															
j Bangladeshi															
k Other South Asian background															
4 Black / African / Caribbean / Black British:															
l African															
m Caribbean															
n Other Black / African / Caribbean background															
5 Mixed:															
o White and Black Caribbean															
p White and Black African															
q White and Asian															
r Other mixed/multiple racial background															
6 Other:															
s Middle Eastern, including Arabic origin															
t Other ethnic group															
u Black, Asian and Minority Ethnic (BAME)															
v Employee preferred not to disclose															
w Data not collected															
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Still to allocate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## SECTION E: DISABILITY

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For each column please ensure that the sum of all boxes equals the total specified in the top row (as already specified in Section A).  
For Column 1 only use row g if you don't have numbers for rows b to f.  
For Columns 2-15 we require a less detailed breakdown so please fill in details for rows a, g, h, i and j only.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
TOTAL SPECIFIED AT:	Total UK	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	BroadMgt	BusMgt	Tech	Sales	Creat	Journ	Screen
	A5a	A6a	A6b	A6c	A6d	A7a	A7b	A7c	A8a	A8b	A8c	A8d	A8e	A8f	A8g
a No disability															
b Sensory Disability (e.g. hearing/visually impaired)															
c Physical Disability / Muscular-skeletal (inc. co-ordination, dexterity, mobility, wheelchair user)															
d Mental Health (inc. serious depression, bipolarity)															
e Cognitive / Learning disabilities (inc. dyslexia, Down's syndrome, autism)															
f Multiple, Long term or other disability / condition (This includes conditions such as diabetes, epilepsy, arthritis, asthma, speech impairments, facial disfigurements)															
g Has a disability															
h Employee preferred not to disclose															
i Data not collected															
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Still to allocate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

E16 If you have any alternative information or additional arrangements or initiatives in place to support disabled employees please provide details below.  
Please do not use the space to provide personal data.

Completion of Sections F to I is voluntary. If processing information in response to these questions which is personal data, please ensure you have the consent (in the case of sexual orientation and religion or belief, the explicit consent) of the relevant individuals - see Annex 1 for details

## SECTION F: AGE

For each column please ensure that the sum of all boxes equals the total specified in the top row (as already specified in Sections A and C).

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Total UK	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	BroadMgt	BusMgt	Tech	Sales	Creat	Journ	Screen	Males	Females
TOTAL SPECIFIED AT:	A5a	A6a	A6b	A6c	A6d	A7a	A7b	A7c	A8a	A8b	A8c	A8d	A8e	A8f	A8g	C1a	C1b
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a Aged under 20																	
b Aged 20-29																	
c Aged 30-39																	
d Aged 40-49																	
e Aged 50-59																	
f Aged 60+																	
g Employee preferred not to disclose																	
h Data collected but no consent to disclose to Ofcom																	
i Data not collected																	
Current total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Still to allocate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

F18 If you have any alternative information or additional arrangements or initiatives in place to support employees related to age please provide details below. Please do not use the space to provide personal data.

## SECTION G: SEXUAL ORIENTATION

For each column please ensure that the sum of all boxes equals the total specified in the top row (as already specified in Section A).

For Column 1 only use row f if you don't have numbers for rows b to e. For Columns 2-15 we require a less detailed breakdown so please fill in details for rows a, f, g, h and i only.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Total UK	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	BroadMgt	BusMgt	Tech	Sales	Creat	Journ	Screen
TOTAL SPECIFIED AT:	A5a	A6a	A6b	A6c	A6d	A7a	A7b	A7c	A8a	A8b	A8c	A8d	A8e	A8f	A8g
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a Heterosexual / Straight															
b Gay men															
c Gay women / Lesbian															
d Bisexual															
e Other															
f Lesbian, Gay, or Bisexual (LGB)															
g Employee preferred not to disclose															
h Data collected but no consent to disclose to Ofcom															
i Data not collected															
Current total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Still to allocate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

G16 If you have any alternative information or additional arrangements or initiatives in place to support employees related to sexual orientation please provide details below. Please do not use the space to provide personal data.

## SECTION H: RELIGION OR BELIEF

For each column please ensure that the sum of all boxes equals the total specified in the top row (as already specified in Section A).

For Column 1 only use row i if you don't have numbers for rows b-h.

For Columns 2-15 we require a less detailed breakdown so please fill in details for rows a, i, j, k and l only.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Total UK	Joiners	Leavers	Trained	Promoted	Senior	Junior	NonMgt	BroadMgt	BusMgt	Tech	Sales	Creat	Journ	Screen
TOTAL SPECIFIED AT:	A5a	A6a	A6b	A6c	A6d	A7a	A7b	A7c	A8a	A8b	A8c	A8d	A8e	A8f	A8g
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a Not religious															
b Christian															
c Hindu															
d Sikh															
e Muslim															
f Buddhist															
g Jewish															
h Other religion or belief															
i Religious															
j Employee preferred not to disclose															
k Data collected but no consent to disclose to Ofcom															
l Data not collected															
Current total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Still to allocate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

H16 If you have any alternative information or additional arrangements or initiatives in place to support employees related to religion or belief please provide details below. Please do not use the space to provide personal data.

## SECTION I: SOCIAL MOBILITY/ SOCIAL & ECONOMIC BACKGROUND

I1 When we published our diversity in broadcasting report last year, we made a commitment that we would continue to develop our diversity monitoring in order to capture additional areas of interest, such as social and economic background. We know that this is something which many broadcasters have only just started to engage in and so we are only in the initial stages of exploring how to measure social and economic background, or what social mobility means. Even how we all refer to this data is a current and active discussion.

At Ofcom, this is something we are starting to explore. As part of our internal colleague survey this year, we have included questions on social and economic background and therefore we appreciate the challenges in getting this right.

Whilst not protected characteristics under the Equality Act 2010, understanding the social and economic background and social mobility of the workforce is considered key in helping to form a picture of how open and accessible an industry is. It also helps reveal whether it is one where every person is able to enter and fulfil their potential, irrespective of where they were born, their educational background, or what their parents did for a living.

While we understand it is early days, we would like broadcasters to explain what work they are undertaking in this area. This might include monitoring, schemes or initiatives, research that you're carrying out with third parties, or even just the internal conversations you're starting to have.

## SECTION J: OTHER

### Pregnancy and maternity, parents and carers

J1 If your organisation has in place any initiatives or arrangements which aim to support parents, carers or prospective parents or carers please describe below. For example this may include flexible working arrangements or support for women returning from maternity leave.

### Gender Reassignment

J2 One of the protected characteristics under the Equality Act 2010 is gender reassignment, defined as applicable if a person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing the physiological or other attributes of sex. To be protected a person does not need to have undergone any specific treatment; the process is personal rather than medical.

Do you have any arrangements in place to promote equality of opportunity for those with this protected characteristic? Is so please describe briefly below. Please note that we are not requesting that you provide the number of employees with this protected characteristic.

J3 We would welcome any more additional information or materials you would like to share with us to demonstrate what your organisation is doing to promote and support equal opportunities. This may include images, quotes, case studies or anything else you think is relevant. Please use the space below for this purpose

Once you are certain that the form is complete, please ensure you save this document using the organisation name you will be submitting under as the file name, and then upload to the secure site.

Please remember to also provide your equal opportunities statement if you ticked 'Yes' at B1

Ofcom may wish to use your company logo in the report. If you consent to this please tick this box ☐ to confirm your permission and upload an image file (jpeg or png) along with this questionnaire.

We are keen to reflect how you see Diversity within your organisation. ☐  
If you would like to supply a couple of images (jpeg or png) which sum up diversity at your organisation please tick this box and upload these too. Please ensure you have the consent of any individuals featured in the images for Ofcom to use the images in its report.

**THANKS FOR COMPLETING THIS SURVEY**

Please ensure that you have correctly identified any information which is personal data as reported to Ofcom by adding the letter 'P' before the data. Personal data is data that, due to the small numbers you are reporting and the make-up of your organisation, could lead to an individual being identified. It cannot be published in our report unless it is aggregated with other data so that individuals are not identifiable.

**How will Ofcom use the information?**

The information will be used to produce Ofcom's second annual Diversity in Broadcasting report which will set out how broadcasters are doing on equality and diversity overall and steps being taken by individual broadcasters, highlighting areas where the industry is doing well and which groups lack representation. To provide context, the report will note which licensees responded to which sections of the questionnaire.

Ofcom will publish all the information each broadcaster provides unless the information constitutes personal data under the relevant data protection legislation or is confidential. Where possible the data will be published on a broadcaster by broadcaster basis, but we anticipate that in some cases the information will have to be aggregated at an industry level to prevent data being attributable to individuals. No individuals will be identifiable in the final report.

Please see the covering letter for further information on Ofcom's publication plans and how to return the questionnaire.

## A3. Job roles

Occupational Groups	Occupational Roles	Examples of Job Titles
Broadcast Management	Acquisitions	Head of Acquisitions, Acquisitions Manager, Acquisitions Assistant
	Channel/Station Control	Channel Editor, Channel Manager, Controller
	Commissioning	Commissioning Editor, Development Executive
	Programme Scheduling	Scheduler, Senior Planner
Business Management and Administration	Finance/Accounts/Procurement	Finance Director, Procurement, Financial Controller
	Human Resources and Internal Communications	HR Director/Manager, Training and Development Manager
	Premises Operations and Workplace	Building Manager, Caterer, Cleaner, Security, Facilities Manager, Space Planning
	Safety, Security and Resilience	Risk Advisory Manager, Safety, Security and Resilience Analyst
	Support and Admin	Administrators (across different departments e.g HR Administrator), Personal Assistant, Receptionist
	Legal	Head of Legal, Lawyer
	Policy and strategy	Senior Strategy Manager, Policy Advisor
	Commercial Rights and Business Affairs	Business Affairs Executive, Commercial Rights and Business Affairs Manager
	Project Management	Lead Change Manager, Lead Business Improvement Manager
	Resourcing	Resourcing Specialist, Resourcing Business Partner
	Training Trainees and Apprentices	New Talent Schemes Coordinator
Technical, Organisational Engineering and Data Analytics	Engineering Operations	Engineering Manager, IT Engineer, Technical Operators
	Transmission Management	
	IT	Head of IT, IT Support Executive
	Technical Development (Technology Systems and Delivery)	Lead Programmer, Software Engineer, Database Designer, Technician
	Data Analytics	Data Analyst, Senior Data Scientist, Senior Data Engineer
	Information and Archive Management	
	Research and Development	Senior Technology Demonstrator, Lead R&D Engineer
Sales and Marketing	Corporate PR and Marketing	
	Media and Ad Sales	

	External Communications	Communications Manager, Head of Communications
	Fundraising and Partnerships	Head of fundraising
	Marketing and Audiences	Audience Research Manager, Head of Media Planning
Creative and Content Production	Writers, Animators, Graphics, Camera and photography, Art and Design, Lighting, Audio, Sound and Music	
	Production management Casting Direction Creative Development	Producer, Associate producer, Creative Director, Development Executive, Editorial Head of Department, Head of Development, Production co-ordinator, Production Manager, Director, First AD, Second AD, Script Supervisor, Casting Director, Casting Assistant, Script Writer, Script Editor,
	Technical Production	
Journalism	Includes on screen and off-screen roles related to journalism	Senior Journalist, Senior News Editor, News reader
On-screen Talent	Actors and Voiceovers	
	Presenters	